



COLAs Online

What's New in COLAs Online 4.12 (Industry Members)

The following system updates and new functionalities are included in Version 4.12 of the COLAs Online system:

- **Low file size image detection** – Industry members may now see an error message if they upload an image with the low file size. In step 3 of the COLA application, after Industry member uploads an image, if image has low file size then the image will be detected and the error message will be displayed. Any images with the file size of less than 5kb for Neck/Strip and less than 50kb for Back, Brand (front), Keg collar and Other image types will be detected. In addition to the error message, Industry members will not be able to upload the image.

COLAs Online

ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

TTB F 5100.31: Application For and Certification/
Exemption of Label/Bottle Approval

Upload Label Images

*fields are required

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Information / Error Messages:

The file size of the image you tried to upload is too small to provide a clear image for review. To ensure that every word on your label is easy to read, please save your image with higher quality settings before uploading it. We recommend:

- Saving it at a resolution of at least 120 - 170 dpi.
- Setting the compression/quality to at least "Medium" for JPEG files (i.e. at least 7 out of 10 or 70 out of 100).

If the text of a JPEG file is still blurry/pixelated, try saving it as a PNG file. You may upload files up to 1.5 MB in size.

Learn more about [fixing common image clarity problems](#).

Upload Label Image:

* Step 1: Click Browse to Select Attachment

Label attachments should be submitted as images in actual print size. If the actual print size of the label image is larger than a letter-size piece of paper, please reduce the image to less than 8.5 X 11 inches without stretching or distorting relative image dimensions. Please specify the **actual dimensions of the printed label** in step 3. Valid type/extensions are JPEG (.jpg, .jpeg, .jpe) and PNG (.png).

* Step 2: Indicate Type of Image

TTB may designate any image you upload as the brand label, if an image other than the one you uploaded as the brand label meets the brand label requirements.

This change will NOT affect the **actual dimensions of the printed label** you uploaded.

--Select Type of Attachment--

- Back
- Brand (front) or keg collar
- Neck
- Other
- Strip

* Step 3: Specify the Actual Dimensions

This is the size of the actual image to be uploaded, if label is scanned. Only the image should be uploaded to remove unwanted "white space" surrounding image.

width inches height inches

* Step 4: Click Attach File

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*** Step 3: Specify the Actual Dimensions**

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width 1 inches height 2 inches

*** Step 4: Click Attach File**

- **Low Pixels image detection** – Industry members may now see an error message if they upload an image with a total low pixel area. In step 3 of the COLA application, after Industry member uploads an image, if the image has a low number of total pixels (measured by multiplying the pixel width and height) then the image will be detected and the error message will be displayed. Any images with total pixels less than 50k for Neck/Strip and less than 100k for Back, Brand (front), Keg collar and Other image types will be detected. In addition to the error message, Industry members will not be able to upload the image.

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--Select Type of Attachment--

- Back
- Brand (front) or keg collar
- Neck
- Other
- Strip

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width inches height inches

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TTB F 5100.31: Application For and Certification/
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Browse...

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--Select Type of Attachment--

Back

Brand (front) or keg collar

Neck

Other

Strip

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width inches height inches

* Step 4: Click Attach File